



CITY OF BRISTOL VA
PLANNING DEPARTMENT
300 Lee Street, Bristol, VA 24201
Phone 276-645-7470 FAX 276-821-6099

SIGN PERMIT APPLICATION
\$100 fee (Plus Building Permit Fee)

1. APPLICANT

APPLICANT NAME: _____

ADDRESS _____

| | | |
|---------------------|-------|----------------------|
| CITY | STATE | ZIP |
| PHONE | FAX | EMAIL |
| CONTACT PERSON NAME | | CONTACT PERSON PHONE |

2. CONTRACTOR:

APPLICANT NAME _____

ADDRESS _____

| | | |
|-------------------------|-------|------------------------------------|
| CITY | STATE | ZIP |
| PHONE | FAX | EMAIL |
| CONTACT PERSON NAME | | CONTACT PERSON PHONE |
| CONTRACTORS LICENSE NO. | | Bristol VA Business License Number |

3. LOCATION OF PROPOSED SIGN OR SIGNS (Street Address)

4. TYPE(S) OF PROPOSED SIGNS – Please individually list all proposed new signs

WALL SIGNS

| <i>Dimensions/Square Footage of Sign Face (Length x height)</i> | <i>Total size of building wall where sign will be mounted (L x H)</i> | <i>Projecting from Wall? Yes or No</i> | <i>Suspending from canopy or awning?</i> | <i>Type of Lighting, if any</i> |
|---|---|--|--|---------------------------------|
| <i>Example: 12' x 8' = 96 s.f.</i> | <i>35' x 20' = 700 s.f.</i> | <i>No</i> | <i>No</i> | <i>Internal</i> |
| | | | | |
| | | | | |
| | | | | |

Additional Description _____

FREE-STANDING SIGNS. New pole signs allowed only in Interstate Advertising Corridor

| <i>Type of Sign (Ground, Multi-tenant, EMC*, or Pole)</i> | <i>Dimensions/Square Footage of Sign Face (L x H)</i> | <i>Sign Height</i> | <i>Type of Lighting, if any</i> |
|---|---|--------------------|---------------------------------|
| <i>Example: Ground</i> | <i>8' length x 6' height = 48 s.f.</i> | <i>6 ft.</i> | <i>External</i> |
| | | | |
| | | | |
| | | | |

* Electronic Message Center

Additional Description _____

5. TYPE(S) OF EXISTING SIGNS – Please list all existing signs on property and indicate if they will remain, be removed, or will be re-faced. **Generally, a sign re-face does not require a permit, but we need the information to determine status of existing sign.**

| <i>Type of Sign (Ground, Wall, Multi-tenant, or Pole)</i> | <i>Dimensions/Square Footage of Sign Face (L x H)</i> | <i>Sign Height, if Free- Standing</i> | <i>Remain, Removed, or Re-faced?</i> |
|---|---|---|--|
| <i>Example: Pole</i> | <i>4' x 4' = 16 s.f.</i> | <i>20 ft.</i> | <i>Re-face</i> |
| | | | |
| | | | |
| | | | |

Additional Description _____

6. TOTAL STREET FRONTAGE - Please provide the length of street frontage of the property in linear feet _____

7. IF MULTI-TENANT SPACE, please provide the frontage individual width of the store or establishment _____

8. PLEASE PROVIDE THE FOLLOWING INFORMATION as attachments:

- A site plan of the property showing location of existing and proposed signs, including setback distances from road right-of-way and property line
 - Signage graphics and dimensions, including elevations for wall signs
 - If new pole sign, provide information to show that the property is within 1,000 ft. of Interstate I-81 or I-381 right-of-way
 - A contract proposal or invoice showing cost of sign (including materials and labor)
 - For all lighted signs, please list the UL numbers here
- _____

9. OTHER INFORMATION as necessary to explain this application

I certify that the information above is correct to the best of my knowledge:

APPLICANT _____ **DATE** _____

NOTE: APPLICATION CANNOT BE PROCESSED WITHOUT COMPLETE INFORMATION. If you have any questions about the required information or City Code requirements, please contact Jay Detrick, City Planner, at 276-645-3784 or jdetrick@bristolva.org. Completed applications may be emailed to the above email address.

PLEASE NOTE: If installation of signs will involve work in the city right-of-way, a Work in the Right of Way permit is required from the city engineering department before any work starts.

TO BE COMPLETED BY Planning Department

PROPERTY ZONING DESIGNATION _____

Planning Approval _____ (Signature) Date _____

COMMENTS _____

Building Permit # _____

Fee Paid \$ _____ Date _____ Receipt # _____